

**United States District Court
Western District of Arkansas**

*****Revised*****

EMPLOYMENT OPPORTUNITY

The United States District Court, Western District of Arkansas has an opening for a Pro Se Law Clerk. The position is half time and will be located in Texarkana or El Dorado, Arkansas. The position is available on or after January 25, 2016. The position will provide support to three U.S. Magistrate Judges in prisoner pro se matters and habeas corpus proceedings.

The Pro Se Law Clerk provides legal advice and assistance in connection with prisoner petitions and complaints and habeas corpus petitions and will be required to perform duties including, but not limited to, the following:

- Perform substantive screening and make recommendations with respect to all in forma pauperis pro se filings. Provide substantive legal review of pro se petitions referred by the Court; this review to include research of issues raised by pleadings.
- Research case law, recommend disposition of motions, draft orders and opinions for the Court's signature.
- Communicate with counsel and pro se litigants regarding handling and progress of cases.

To qualify, a candidate must be a law school graduate and have passed the bar examination. Salary range is \$ 29,623 to \$49,892, depending on legal experience. Salary matching may be available to qualified candidates. The position is eligible for the full range of federal benefits. The selected candidate must successfully complete an FBI criminal records check as a condition of employment.

To apply, submit resume, including education, legal experience and references, law school transcript and writing sample to mary_sue_jones@arwd.uscourts.gov or Mary Sue Jones, Isaac C. Parker Federal Building, 30 S. 6th Street, Fort Smith, Arkansas 72901. Applications should be received **on or before January 15, 2016**. Previous applications will be considered and there is no need to reapply.

The Court is an Equal Opportunity Employer.